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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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December 10, 2003

TO: Various Food Service Agencies (All Islands)  
Department of Health (Hawaii State Hospital, Waimano Training  
School and Hospital, Kalaupapa Settlement, Dental Health  
Division, Adult Mental Health Centers)  
Department of Public Safety (Correctional Facilities)  
University of Hawaii Lab School

FROM: Procurement Officer

SUBJECT: Disposable Food Service Products  
DOE Price List No. E04-11 (Oahu)  
DOE Price List No. E04-12 (Big Island)  
DOE Price List No. E04-13 (Maui)  
DOE Price List No. E04-14 (Molokai/Lanai)  
DOE Price List No. E04-15 (Kauai)  
January 1, 2004 to December 31, 2004

The price list for Disposable Food Service Products issued by the Department of Education (DOE) is attached. The above listed agencies on the islands of Oahu, Hawaii, Maui, Kauai, Molokai and Lanai are mandated to purchase from the appropriate lists under the terms of the cooperative purchase agreement between the State Procurement Office and DOE.

Procedure for requests to purchase outside of the price lists remains the same. Agencies except for the University of Hawaii Lab School, shall continue to submit SPO Form-5 (dated 9/18/96 or later), "Request for Authorization to Purchase Outside of the State Procurement Office Price List", to the State Procurement Office. Likewise, the University of Hawaii Lab School shall continue to request waivers, if any, from the University of Hawaii procurement office.

Specific questions relating to the various products listed shall be directed to the listed vendors. Procurement questions or complaints may be directed as follows:

	<u>Point of Contact</u>	<u>Telephone</u>	<u>Facsimile</u>
Executive branch agencies:	Sharon Koga	586-0562	586-0570
University of Hawaii	Jamie Wong (primary)	956-8687	956-2093

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ROBERT J. GOVERNS, CPPB  
Procurement Officer

Attachment (Price List)

DEPARTMENT OF EDUCATION  
PROCUREMENT SECTION

DOE Price List No. E04-15 (Kauai)  
Replaces E03-21

**DISPOSABLE FOOD SERVICE PRODUCTS**

**January 1, 2004 to December 31, 2004**  
(IFB D04-028)

Orders shall be placed with the following companies:

<u>Vendor</u>	<u>Payment Address</u>	<u>DOE Vendor Code</u>	<u>Telephone #</u>	<u>Fax #</u>
Boise Cascade Office Products dba <b>Hopaco</b> 3145 Oihana Street Lihue, HI 96766	File 42256 Los Angeles, CA 90074-2256	100185	241-7185	245-11657
James K. Azeka, Inc. dba <b>Jimmy's Sales</b> 1874 Haleukana Street Lihue, HI 96766 Contact: Myles Azeka		023510	246-0444	245-2009
<b>Kauai Producers, Ltd.</b> 3185 Oihana Street Lihue, HI 96766 Contact: Scot Nonaka		024810	245-4044	245-9061
<b>Ventures Associate, Inc.</b> 3097 Oihana Street Lihue, HI 96766 Contact: Ross Nakashima Alicia Matsumoto	P.O. Box 1746 Lihue, HI 96766	045895	246-4886	246-4895

**BID PRICES**

Unit prices shall be based on delivery to destination and shall include any and all other costs incurred **except for the Hawaii General Excise Tax**. The Hawaii GET shall be added to the invoice as a separate line item and shall not exceed 4.166%. No additional charges shall be assessed.

**STATE'S COMMITMENT**

All cafeterias under the DOE's School Food Services Program are mandated to purchase disposable food service products from this price list. Further, other food service institutions under the jurisdictions of the State Procurement Office and the Judiciary are also mandated to purchase disposable food service products from this price list. From time to time, other agencies (for example: DOE's Special Education Programs or Health Rooms and DOH's Dental Health Division or Mental Health Centers) may purchase from this price list but these purchases shall be by mutual agreement between the agency and the vendor and shall be minimal and infrequent.

DOE Price List No. E04-15 (Kauai)  
1/1/04 to 12/31/04

## ORDERING PROCEDURES

- Orders must be placed five (5) business days prior to requested delivery date.
- Orders shall be faxed (DOE) or mailed (other agencies) to the above-listed vendors. Order forms are attached for DOE cafeterias' use only.
- **"DOE Price List No. E04-15"** should be noted on orders and invoices issued against this price list.
- When revising orders, SFMS must remember to state "Revised" and date of revision on new order. Failure to do so may result in a duplicate order.
- Agencies should retain this price list for future reference to specific terms and conditions related to items purchased.

## DELIVERY AND ACCEPTANCE

Upon receipt of purchase order, vendor shall deliver all products to the location designated on the purchase order within five (5) business days of receipt of purchase order. The minimum order for delivery shall be \$50.00. The DOE reserves the right to combine orders from other price lists as well as non-bid items to meet this minimum order requirement. Orders totaling less than \$50.00 shall be made available on a "will call" bases or delivery shall be made only at the vendor's option and in accordance with vendor's delivery schedule.

Deliveries to DOE school cafeterias shall be made between 6:00 a.m. and 2:00 p.m., Mondays through Fridays in accordance with the vendor's delivery schedule. Deliveries shall be scheduled on at least two (2) non-consecutive business days per week. (Note: Friday and Monday do not qualify as non-consecutive business days.) Cafeterias may contact either the vendor or the Procurement Office for exact delivery days. Upon DOE cafeteria's request, vendor shall stack delivery cases in a previously-cleared storage area.

Any loss or damage to the products shall be the responsibility of the vendor. Vendor's responsibility for products and delivery does not end until acceptance of products at the designated location. Vendor shall forward original and three (3) copies of invoices directly to ordering agency.

## FAILURE TO DELIVER

If a vendor is unable to deliver the exact product, it shall be the vendor's responsibility to notify the ordering agency of the disposition of the order within two (2) days after receipt of order. Vendor shall obtain prior approval from the DOE Procurement Office and the ordering agency to deliver an acceptable substitute at the same bid price and under the same terms and conditions. It shall be the vendor's responsibility to obtain and deliver the acceptable substitute.

## QUALITY

Products furnished shall be new and of the best quality of its respective kind. Products shall be free from defects that may render it unfit for use. Vendor must immediately remove and replace damaged or rejected products with products of the quality required by specifications. Failure to remove or replace any rejected products shall not relieve the vendor from his contractual responsibilities. No payment, whether partial or final, shall be construed to be an acceptance of unacceptable products.

Products shall meet all applicable federal and state regulations.

## EXCEPTION FROM PRICE LIST

If the price list product is not suited to an agency's purpose, exception to purchase outside of this price list may be granted by the agency's Chief Procurement Officer. To obtain approval, DOE cafeterias must justify the exception on the DOE Form 5, *"Request Exception From Purchasing From Price List"* and fax to the DOE's Procurement Office. The approval must be obtained prior to purchase. The original Form 5 must be attached to payment documents.

## INQUIRIES

Questions relating to this price list may be directed to Mrs. Donna Alvaro, Procurement and Distribution Section at telephone (808) 675-0130, fax (808) 675-0133 or via e-mail at *Donna\_Alvaro@notes.k12.hi.us*.

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/s/ Chris Butt

Department of Education  
Procurement Administrator

Disposable Food Service Products - Kauai  
January 1, 2004 to December 31, 2004

Item No.	Description	Manufacturer/Brand Name & Product No.	Unit Bid Price	Unit	Name of Vendor
	<b><u>Bags</u></b>				
1	Bags, 1-gal. Freezer; 250/pack	Handgard ZG128	\$ 13.00	pack	Ventures
2	Bags, 2-gal. Freezer; 250/pack	Handgard ZG256	\$ 13.60	pack	Ventures
3	Bags, Food Storage, 18" x 24"; 250/cs.	Handgards FB24	\$ 10.65	case	Ventures
4	Bags, Produce Food Storage; 1,000/cs.	Elkay Plastics 15G084018	\$ 24.20	case	Hopaco
5	Bags, Grocery, Kraft #8; 2,000/cs.	<b>No requirements, do not purchase.</b>			
	<b><u>Bowls, foam</u></b>				
6	Bowls, foam, 8-oz. capacity; 1000/case	Dart 8SJ20	\$ 27.50	case	Jimmy's Sales
7	Bowls, foam, 10-oz. capacity; 1,000/case	Dart 10B20	\$ 29.80	case	Jimmy's Sales
8	Bowls, foam, 12-oz. capacity; 500/case	Dart 12SJ20	\$ 17.80	case	Jimmy's Sales
9	Bowls, foam, 16-oz. capacity; 500/case	Dart 16MJ32	\$ 23.45	case	Jimmy's Sales
10	Lids for 8-oz. bowls; 1,000/case	Dart 20JL	\$ 14.50	case	Jimmy's Sales
	<b><u>Containers, Food</u></b>				
11	Containers, 3-comp. Plastic; 250/case	<b>No requirements, do not purchase.</b>			
12	Containers, 3-comp. Foam; 200/case	PacTiv 80-663	\$ 19.60	case	Jimmy's Sales
13	Bun Pan Bags; 200/case	Handgard FB37	\$ 16.10	case	Ventures
14	Bun Pan Rack covers; 50/case	Handgard RP-8052	\$ 13.00	case	Ventures
	<b><u>Cups, drinking; plastic</u></b>				
15	Cups, drinking, plastic: 5-oz. cap. 2500/case	Dart 5N25	\$ 24.50	case	Jimmy's Sales
16	Cups, drinking, plastic: 7-oz. cap. 2500/case	Dart 7N25	\$ 30.05	case	Jimmy's Sales
17	Cups, drinking, plastic: 9-oz. cap. 2500/case	Dart 9N25	\$ 34.95	case	Jimmy's Sales
18	Cups, drinking, plastic: 12-oz. tall 1000/case	<b>No requirements, do not purchase.</b>			
19	Lids for 7-oz.cups; 2,000/case	<b>No requirements, do not purchase.</b>			
	<b><u>Cups, drinking; foam</u></b>				
20	Cups, drinking foam, 6-oz. capacity 1000/case	<b>No requirements, do not purchase.</b>			
21	Cups, drinking foam, 8-oz. capacity 1000/case	<b>No requirements, do not purchase.</b>			
22	Cups, drinking foam,10-oz. capacity 1000/case	Dart 10J10	\$ 20.00	case	Kauai Producers Ltd.

Disposable Food Service Products - Kauai  
January 1, 2004 to December 31, 2004

Item No.	Description	Manufacturer/Brand Name & Product No.	Unit Bid Price	Unit	Name of Vendor
	<b><u>Cups, portion, plastic &amp; clear lids</u></b>				
23	Cups, portion plastic, 2-oz. cap. 2500/case	<b>No requirements, do not purchase.</b>			
24	Lids for 2-oz. cups; 2500/case	<b>No requirements, do not purchase.</b>			
25	Cups, portion, plastic, 3-1/4 oz. cap. 2500/case	Fabrikal PC325	\$ 40.60	case	Ventures
26	Lids for 3-1/4 oz. cups; 2500/case	Fabrikal XL345PC	\$ 40.35	case	Ventures
27	Cups, portion, plastic, 5-1/2 oz. cap. 2500/case	Fabrikal PC550	\$ 51.75	case	Ventures
28	Lids for 5-1/2 oz. cups; 2500/case	<b>No requirements, do not purchase.</b>			
	<b><u>Cups, souffle, paper</u></b>				
29	Cups, souffle, 2-oz. capacity; 5,000/case	<b>No requirements, do not purchase.</b>			
30	Cups, souffle, 5-1/2 oz. capacity; 5,000/case	<b>No requirements, do not purchase.</b>			
	<b><u>Cutlery, plastic</u></b>				
31	Cutlery, plastic, Forks; 1,000/case	World Bond IP201F	\$ 6.96	case	Ventures
32	Cutlery, plastic, Spoons; 1,000/case	World Bond IP202S	\$ 6.96	case	Ventures
33	Cutlery, plastic, Knives; 1,000/case	World Bond IP204K	\$ 6.96	case	Ventures
	<b><u>Film, PVC</u></b>				
34	Film, PVC 12" x 2000', roll	<b>No requirements, do not purchase.</b>			
35	Film, PVC 18" x 2000', roll	Anchor PW182	\$ 9.55	roll	Jimmy's Sales
36	Film, PVC 24" x 2000', roll	Anchor PW242	\$ 13.20	roll	Jimmy's Sales
	<b><u>Foil, aluminum, dispenser roll</u></b>				
37	Foil, aluminum Standard, 12" x 1000'	Durable 61210	\$ 16.10	roll	Jimmy's Sales
38	Foil, aluminum Standard, 18" x 1000'	Durable 61810	\$ 22.95	roll	Jimmy's Sales
39	Foil, aluminum Heavy duty, 18" x 1000'	Durable 91810	\$ 32.10	roll	Jimmy's Sales
40	Foil, aluminum Heavy duty, 24" x 1000'	Durable 92410	\$ 44.70	roll	Jimmy's Sales
41	Foil, aluminum Standard sheets, 10-3/4 x 12"; 3000 shts./cs.	Durable 12105	\$ 44.00	case	Jimmy's Sales
42	Wax Paper, 12" x 250', roll	Reynolds 7955	\$ 3.38	roll	Ventures
	<b><u>Pan Liner, bakery paper</u></b>				
43	Pan Liner Parchment paper; 1,000/case	Papercon 27SP	\$ 65.00	case	Jimmy's Sales
44	Pan Liner Quillon paper; 1,000/case	Papercon 25Q1	\$ 23.00	case	Jimmy's Sales
	<b><u>Napkins, paper</u></b>				
45	Napkins, paper Tall fold; 10,000/case	SCA D3052	\$ 19.50	case	Jimmy's Sales
46	Napkins, paper Low fold; 8,000/case	<b>No requirements, do not purchase.</b>			

Disposable Food Service Products - Kauai  
January 1, 2004 to December 31, 2004

Item No.	Description	Manufacturer/Brand Name & Product No.	Unit Bid Price	Unit	Name of Vendor
	<b><u>Trays, Food, paper</u></b>				
47	Trays, Food, paper, 1 lb. Capacity; 1,000/case	Fonda 35100	\$ 15.20	case	Hopaco
48	Trays, Food, paper 2 lb. Capacity; 1,000/case	Fonda 35200	\$ 17.85	case	Hopaco
49	Trays, Food, paper 3 lb. Capacity; 500/case	Fonda 35300	\$ 13.69	case	Hopaco
50	Trays, 3-comp. Paper; 500/case	Chinet 22023	\$ 37.75	case	Jimmy's Sales
51	Trays, 5-comp. Paper; 500/case	Chinet 22025	\$ 36.30	case	Jimmy's Sales
52	Trays, 5-comp. Foam; 500/case	Hawaii Foam HF1005	\$ 31.75	case	Hopaco
	<b><u>Caps, white; food handlers</u></b>				
53	Caps, white, Overseas; 1,000/case	Import PDBLPH	\$ 54.10	case	Ventures
54	Caps, white, Bouffant; 1,000/case	Import I-2021	\$ 21.33	case	Ventures
	<b><u>Gloves, polyethylene; food handling</u></b>				
55	Gloves, poly, Small; 250/box	Goldmax 1608	\$ 2.13	box	Ventures
56	Gloves, poly, Medium; 250/box	Goldmax 1607	\$ 2.13	box	Ventures
57	Gloves, poly, Large; 250/box	Goldmax 1606	\$ 2.13	box	Ventures
	<b><u>Gloves, vinyl; food handling</u></b>				
58	Gloves, vinyl, Small; 100/box	Foodhandler 102-202	\$ 2.10	box	Jimmy's Sales
59	Gloves, vinyl, Medium; 100/box	Foodhandler 102-204	\$ 2.10	box	Jimmy's Sales
60	Gloves, vinyl, Large; 100/box	Foodhandler 102-206	\$ 2.10	box	Jimmy's Sales
61	Gloves, vinyl, X-large; 100/box	Foodhandler 102-208	\$ 2.10	box	Jimmy's Sales